

REQUIREMENTS FOR THE
INTERIM SUPERVISOR, PREK-12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Interim Administrative certificates are issued in the areas of supervisor, principal and superintendent. It entitles the holder to perform the duties described under the specific certificate. The certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. Verification of Structured English Immersion (SEI) training is required for initial issuance. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

➤ **INTERIM SUPERVISOR, PREK-12 CERTIFICATE**

Except for individuals who hold a valid Arizona Principal or Superintendent certificate, the Supervisor certificate is required for all personnel, whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.

Requirements for the Interim Supervisor, PreK-12 certificate – Year One:

1. Completed **Application for An Interim Administrative Certificate**
2. Appropriate fee (See Application for An Interim Administrative Certificate)
3. One of the following:
 - A. A **photocopy** of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
- OR -
 - B. A **photocopy** of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

NOTE: *Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. A valid Arizona Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education, Arts Education PreK-12, or other professional certificate issued by the Arizona Department of Education.
5. Official transcript(s) documenting a Bachelor's or more advanced degree from an accredited institution.
6. Three (3) years of verified full-time teaching experience or related education services experience in a PreK-12 setting. Submit [Verification of PreK-12 Teaching Experience](#) form to verify experience.
7. Letter of verification indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
8. Letter of verification indicating the holder of the interim certificate shall be under the direct supervision of an Arizona certified district administrator or the appropriate County School Superintendent.
9. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
 - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved SEI training.
 - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved SEI training.

NOTE: *The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement. Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*
10. Arizona Constitution (a college course or the appropriate examination)
11. U.S. Constitution (a college course or the appropriate examination)

NOTE: *The requirement of Arizona and/or U.S. Constitution must be successfully completed within **three years** of the initial issuance of any Arizona teaching or Administrative certificate. If teaching an academic course on history, government, social studies, citizenship, law or civics this requirement must be completed within **one year**. No other certificates will be issued until this requirement has been fulfilled.*

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➤ **EXTENSION OF THE INTERIM SUPERVISOR, PREK-12 CERTIFICATE**

The certificate may be extended yearly for no more than two consecutive years.

Requirements for the extension of the interim certificate are:

1. Completed **Application to Extend an Interim Administrative Certificate**

2. There is NO FEE to extend this certificate

3. One of the following:

4. A **photocopy** of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
- OR -

5. A **photocopy** of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

NOTE: *Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*

6. Qualification for the initial issuance of the Interim Supervisor certificate.

7. Letter of verification, signed by the dean or department chair of a college of education, indicating the certificate holder is making adequate progress in the Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. **Official transcript(s) documenting the required coursework must accompany the letter.**

8. A letter of verification indicating the holder of the interim certificate shall be under the direct supervision of an Arizona certified district administrator or the appropriate County School Superintendent.

NOTE: *UPON SUCCESSFUL COMPLETION OF THE PROGRAM, THE APPLICANT WILL BE ISSUED AN INSTITUTIONAL RECOMMENDATION (IR) FOR A SIX-YEAR SUPERVISOR, PREK-12 CERTIFICATE. APPLICATION FOR CERTIFICATION SHOULD BE MADE PRIOR TO THE EXPIRATION OF THE INTERIM SUPERVISOR CERTIFICATE.*

➤ **SUPERVISOR, PREK-12 CERTIFICATE**

The Supervisor certificate is valid for 6 years and may be renewed.

Requirements for the Supervisor certificate:

1. Qualify and hold a valid Arizona Interim Supervisor certificate.
2. Submission of an Institutional Recommendation (IR) verifying the successful completion of an Arizona State Board approved alternative path to administrator certification program or an Arizona State Board approved administrator preparation program.
3. A passing score on the Supervisor (82), Principal (81) or Superintendent (80) administrator portion of the Arizona Educator Proficiency Assessment (AEPA) or a comparable examination from another state.
4. Valid Arizona Identity Verified Prints (IVP) fingerprint card.
5. Full Structured English Immersion (SEI) endorsement, if applicable.
6. Arizona and U.S. Constitution, if applicable.